

Pleasant View Nursing Home

Green County Position Description

Position Title: Medical Records Secretary
Department: PVNH-Medical Records
Payroll Group 1
Pay Grade: 50

FLSA: Non-Exempt
Reports to: Business Office Manager
Date: February 2016

PURPOSE OF POSITION

The purpose of this position is to direct and supervise maintenance and release of residents' medical records for Pleasant View Nursing Home.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enters resident admission and discharge information onto computerized record. Obtains admission information from referring agency/person.
- Notifies appropriate parties and County, State, and Federal agencies regarding resident admission, transfer, discharge, and death.
- Maintains confidential resident files and monitors release of information and files. Obtains signatures for releasing information. Provides information for State nursing home surveyors.
- Compiles data and prepares reports for State and Federal regulators including Utilization Review, level of care notices, information regarding emotionally disturbed residents.
- Transcribes medical records to computer and paper documentation for records such as MDS worksheets, care plans, progress notes, consultation dictation, nurse's notes, medical charts, lab and x-ray reports, monthly Utilization reviews, annual and quarterly reviews, admission and discharge documents, assessments and evaluations, therapy and social services data.
- Sorts and files medical records documents.
- Photocopies records as requested and required. Prepares billing for photocopies to other facilities.
- Retrieves information and documents as requested.
- Supervises/culls discharge records from active files. Culls and destroys discharge records seven years and older.
- Assigns codes to residents' treatment and diagnosis.
- Build Plan of Care meeting schedule per guidelines with families.
- Orders/requests records maintenance supplies.
- Provide administrative assistant to Director of Nursing as needed.
- Assist as Certified Nursing Assistant during noon meal times, and special activities as needed.
- Back up front desk/reception duties for lunch breaks, days off etc.

Resident Rights

1. Maintains HIPAA Policies and the confidentiality of resident health care information
2. Upholds Resident Rights
3. Reports allegations of resident abuse or neglect immediately to the Administrator.

Personnel Functions

1. Understands and follows the Green County Employee Handbook.

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2. Follows facility guidelines and is responsible to read and understand updates, memos, and educational sessions.
3. Fulfills work schedule arriving to the work station at the start of the shift. Meets attendance standards.
4. Work cooperatively and collaboratively with team members. Be a positive team member. Refrains from speaking negatively, engagement in gossip and the criticism of fellow employees.
5. Communicate in a positive manner. Be an active member of the improvement process by presenting concerns along with suggestions in a timely manner.
6. Communicates concerns, questions, frustrations and complaints to the supervisor in a timely and confidential manner. In the event that this communication is not resolved, communication of this will be presented to the Administrator.
7. Performance and conduct reflects positive customer service to internal and external customers.
8. Upholds the privacy and confidentiality of resident information at all times.
9. Attends all mandatory in-services or completes the make-up session in a timely manner.
10. Attends and participates in meetings as assigned.
11. Understands that cell phones are not to be used during paid work time.
12. Uses the facility computer for resident documentation only. Understands that the computer is facility property and is not to be used for personal use for any reason or method.
13. Understands that job performance will be reviewed for a clear understanding of expectations.
14. Understands that job performance that does not meet standards and guidelines may result in disciplinary action up to and including termination.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs clerical tasks. Makes photocopies. Assembles charts.
- Sorts and files residents' records.
- Copy information for insurance payment documentation.

Minimum Training and Experience Require to Perform Essential Job Functions

High school diploma with vocational/technical training in medical records maintenance and two year's medical records experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Previous medical records experience preferred. Computerized medical records skills necessary and have an excellent attendance record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and sort data and information. Ability to assemble, copy, record, and transcribe data. Ability to classify, compute, and tabulate data.
- Ability to advise and interpret how to apply guidelines and standards to specific situations.
- Ability to utilize advisory data and information such as resident's records, insurance forms, Social Security forms, data collection sheets, MDS, Physicians' Desk Reference, medical dictionaries, medical and treatment procedure code books, facility and County policy manuals, computer software operating manuals, guidelines, non-routine correspondence and laws.

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- Ability to communicate verbally and in writing with PVNH personnel, Social Security and Social Service personnel, social workers, hospital and clinic personnel, physicians, and vendor representatives.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing semi-routine functions involving standardized work with some choice of action.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to handle, load, and unload, and move and guide materials using simple tools.
- Ability to use both right and left hands for repetitive actions such as grasping, grasping and turning, fine manipulation, speed work.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, Dictaphone, transcribers, and photocopier.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to stoop, squat, bend, kneel, reach, twist, climb and balance approximately 1-33% and have hearing acuity, vision acuity far, vision acuity near, color vision and depth perception approximately 67-100% of the time working.
- The employee must occasionally lift and/or move up to 10 pounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of sounds associated with objects.

Environmental Adaptability

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of the employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

Supervisor's Signature

Date

Date